



## Los Angeles County Department of Health Services JUVENILE COURT HEALTH SERVICES



### **INTERMEDIATE TYPIST CLERK (ITC)**

Juvenile Court Health Services (JCHS), Department of Nursing is currently seeking a qualified individual to fill the position of an Intermediate Typist Clerk (ITC) at Los Padrinos Juvenile Hall. The position reports to the Nurse Manager.

#### **Responsibilities include but are not limited to:**

- Screens, prioritizes routes and/or takes messages on incoming telephone calls, and provides general information to applicants. Screens, prioritizes and distributes mail as needed
- Organizes and maintains Nursing Employee Area File and Nursing Administration files.
- Schedules youth to their Medical appointments.
- Maintains Nursing Department statistics, including monthly/quarterly reports
- Maintains and tracks all Nursing PEs, mandated training from HR, DOJ, Probation, etc.
- Formats and organizes files and Nursing Administration Office policies and procedures
- Generates, maintains and distributes databases, reports for the Nurse Manager.
- Provides backup clerical coverage as needed.

#### **Desirable Qualifications:**

- Excellent customer service, organizational and leadership skills
- Strong written and oral communication skills, including telephone skills
- Produces an accurate, thorough and speedy work product
- Excellent filing, photocopying and computer skills with a working knowledge of Microsoft Word, Excel, PowerPoint and GroupWise, (WordPerfect desirable)
- Self-directed and able to work independently and with others to accomplish duties
- Team player who can readily work with all levels of management, staff, and visitors
- Ability to maintain confidentiality and security of sensitive information
- Able to maintain, organize, analyze, and prioritize multiple assignments simultaneously
- Able to coordinate schedules with applicants and selecting managers

#### **Physical Class: 3 – Moderate**

- Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

**Please submit the following:** Letter of Interest, Resume, References (at least 2), and Performance Evaluations for the last two years, and Master Time Card Record for last two years.

### **FERLIE VILLACORTE, NURSING DIRECTOR**

JCHS – Nursing Administration

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**RESUMES WILL BE ACCEPTED UNTIL THE NEEDS OF THE DEPARTMENT ARE MET  
THIS IS NOT A CIVIL SERVICE EXAMINATION**